

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 8/12/2003	EMS 8/12/2003	EMS 8/14/2008	DGC 8/8/2006

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Revision no. 1

4.4.42 EMS Documentation Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! ☒ The information in this document may be out of date and should be reviewed.

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Revision schedule

Rev. no.	Date	Description
	11/9/2004	reviewed no changes made
1	8/8/2006	5.2 changed protocol to procedure; 5.3 Organizational Environmental Communication to Communication Procedure

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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices related to the documentation of the Environmental Management System for the City of Williamsburg Public Works and Utilities Department. This procedure considers activities, products and services pertinent to environmental management.

2.0 Scope

- 2.1 This procedure is responsive to Element 4.4.4 Environmental Management System Documentation, of the ISO 14001 1996 standard and covers operations of the Public Works and Utilities Department.

3.0 Responsibilities

- 3.1 The City of Williamsburg Director of Public Works and Utilities Department and the EMS Team will review and endorse the EMS procedures during a Management Review meeting.
- 3.2 The Environmental Management System software, GreenWare or equivalent, addresses each element of the ISO 14001 1996 standard and the manner in which the City of Williamsburg Public Works and Utilities Department responds to each element.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

5.0 Process

- 5.1 The EMS Team will establish a procedure for each element of the ISO 14001 1996 standard as the core of the EMS documentation. The document manager of the GreenWare software identifies the worksheets, procedures and other relevant documents for each section of the EMS.
- 5.2 The procedures and worksheet features found in the document manager of the GreenWare software will provide the structure and numbering for each element as required by the standard. The EMS documents are maintained through document control procedure detailed in 4.4.52, Document Control.
- 5.2.1 The GreenWare software structure addresses operational controls in Section 4.4.61 for every significant environmental aspect.
- 5.2.2 The document diagnostics tool menu also provides a report to ensure that the documents are completed properly.
- 5.3 The EMS is communicated to employees via provisions set forth in 4.4.33 Communication Procedure.
- 5.4 The EMS Team and Director of Public Works and Utilities will review and endorse the EMS procedures. The frequency of Management Review is detailed in 4.6.12 Management Review. This review will be documented and attendance recorded (i.e., agenda, sign in sheets and meeting minutes).

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6.0 References / Related Documents

- 6.1 Meeting minutes, adgendas, sign in shets
 - 6.2 4.4.33 Communication Procedure
 - 6.3 4.6.12 Management Review
 - 6.4 4.4.52 Document Control
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